

Emily Sarah Montgomery Travel Scholarship

1. Regulation

These scholarships were instituted in 1961 under a bequest of Miss Emily Sarah Montgomery. One or more travel scholarships are awarded annually to students registered on a **postgraduate programme** at Queen's University Belfast for the purpose of **travel outside Ireland** in connection with a programme of research or further education. The scholarships will be awarded by the Student Scholarships and Awards Group. The scholarships are tenable with any other award.

The maximum value of an award from the fund is normally £400, depending on the destination of the recipient.

Students will not receive more than the maximum value of this award in total, although it may be spread over a number of trips. Students who have received the maximum value of this award, in their current programme of study, will not normally be eligible for a further award. The maximum value of the award is normally £400. However, owing to surplus funds, the Group reserve the right to make additional awards if a strong case is made.

Travel must be undertaken before graduation.

The holders of this scholarship will be required to provide a report to the Scholarships and Awards Group on the activities engaged in during the tenure of the scholarship.

Once the award has been made the recipient must notify Academic Affairs of any change to their travel arrangements for the Chair's consideration and approval.

Payment of the Scholarship amount will be authorised on production of evidence that the travel booking has been made.

Any proposed field trip that involves travel to a country wherein the FCO have advised against travel will require approval on a case-by-case basis by each School. It is recommended that students regularly check the Foreign and Commonwealth Office website <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country> for travel advice.

2. Additional Criteria

As there are usually insufficient funds to cover all applications, the Student Scholarships and Awards Group may apply the following additional criteria:

- (i) Awards are normally made dependent on destination as follows:

UK (excluding Northern Ireland): £100
EEA (excluding Republic of Ireland): £250
International: £400

The above are guideline figures and the Group retains discretion to award a greater amount where there are surplus funds.

- (ii) This award should be given to applicants who have not previously received a travel scholarship in their current programme of study, although applications from students who have had awards before in previous programmes of study will be considered. Students will not normally be awarded more than £400 in total, although it may be spread over a number of trips.
- (iii) Where an award is given for attendance at conferences, it will only be given to students presenting papers or posters - if details of these are not given, it will be assumed that the student is not presenting.
- (iv) Preference will be given to students without alternative sources of funding for their travel.
- (v) Applications from students undertaking fieldwork which is an integral part of their research project will be considered on their merits, although the Group expects students to consult with their School/ Institute about covering the associated costs prior to applying for a travel award.
- (vi) Preference will be given to students who best demonstrate a specific financial need for these scholarships.

3. Conditions of the Award

Once the award has been made the recipient must notify Academic Affairs of any change to their travel arrangements for the Chair's consideration and approval. The recipient must also notify Academic Affairs if their planned travel is cancelled.

Payment of the Scholarship amount will be authorised on production of evidence that the travel booking has been made.

Recipients are required to undertake a travel risk assessment and, as such, you must complete an International Travel Risk Assessment form in order to receive approval from your School or the Student International Travel Working Group before travelling. The risk assessment process varies depending on your reason for travel. If you are completing an international research placement, attending a conference, or taking part in a field trip you should contact your School for the appropriate risk assessment form. For all other international travel, you should complete and submit a Student International Travel Risk Assessment form.

It is important that you read and understand the Foreign, Commonwealth & Development Office (FCDO) travel advice for your destination and that you ensure that any risk associated with your travel is as low as is reasonably practicable. It is also recommended that you regularly check the FCDO website.

You will be required to submit the approval notification of your travel risk assessment from your School or the Student International Travel Working Group (as applicable) to claim your award.

A travel report must be produced following travel and should be submitted to Academic Affairs within 4 weeks.